



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification for Finance Director

MEETING DATE: October 18, 1995

SUBMITTED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the class specification for Finance Director.

BACKGROUND INFORMATION: This class specification has been developed for the recruitment of Finance Director. There is no recommended change in the current salary range for the position.

FUNDING: None.

Respectfully submitted,

Jeanne M. Narloch
Personnel Director

JMN/kt

Attachment

APPROVED: _____

THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 95-135

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATION
FOR FINANCE DIRECTOR

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BE IT RESOLVED, that the Lodi City Council does hereby approve the revised class specification for the Finance Director, as shown on Exhibit A, attached hereto.

Dated: October 18, 1995

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I hereby certify that Resolution No. 95-135 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 18, 1995, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


JENNIFER M. PERRIN
City Clerk

FINANCE DIRECTORDEFINITION:

Under administrative direction, plans, organizes, and directs the financial function of the City and serves as the City Treasurer. Responsible for the development and maintenance of an effective departmental organization in delivering support services to the operating departments and public in the areas of disbursements, accounts receivable, payroll, utility billing, business tax receipts, purchasing, financial reporting, data processing, cash management, and financial planning; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This single position class serves as the City's Treasurer and manages the has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the City's finance divisions which include Revenue, Field Services, Accounting, Purchasing, Data Processing, and Financial Administrative Services. The incumbent is responsible for formulating financial policy, developing goals and objectives, supervising staff, administering the annual budget and directing the preparation of the two-year financial plan and annual budget, and the day-to-day financial operations of the City. Assignments allow for a high degree of administrative decision making in their execution.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Finance Department; prepares and administers the department's budget.
- Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; selects personnel and provides for their training and professional development; interprets City policies to employees.
- Provides professional assistance to members of City departments on finance and related matters in areas of responsibility.
- Formulates and implements policies, procedures, and systems pertaining to financial recordkeeping, controls, and reporting; provides comprehensive financial management services and solves varied accounting and collections problems.
- Analyzes revenue-generating and cost-reducing proposals for capital and operating programs and prepares revenue projections.
- Secures financing packages utilizing tax-exempt financing; manages the City's investment portfolio including daily investments as well as long-range investment policies.
- Directs the design and implementation of an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures.

EXAMPLES OF DUTIES (Cont'd):

Conducts or directs financial and other studies; develops and reviews reports of findings, alternatives, and recommendations.

Manages and directs the purchase, storage, and issuance of supplies, materials, and equipment used by the City; manages and directs data processing operations and programs.

Directs the collection of assessed taxes, fees, and charges from City businesses, property owners, and residents.

Administers the maintenance of City property records and inventories.

Makes presentations of city financial status and operations to the City Council; represents the City in meetings with governmental agencies and professional and business organizations.

Monitors developments related to finance and accounting matters; evaluates their impact upon City operations and financial programs and recommends and implements policy and procedural improvements.

Administers and coordinates the annual external audit process.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting.

Principles and practices of business computer user applications.

Applicable city, state, and federal laws and regulations.

Organizational planning techniques, including staffing, goals and objectives, and work standards development.

Laws regulating the investment of public funds.

Administrative principles and practices, including goal setting, program and budget development.

Ability to:

Plan, organize, assign, direct, review, and evaluate the work of assigned staff.

Select and motivate staff and provide for their training and professional development.

Plan, organize, and direct a wide variety of financial, data processing, insurance, and purchasing programs and activities.

Evaluate financial and other data and programs, and provide recommendations for improvements.

Interpret, explain, and apply city, state, and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds, and borrowing.

Develop and implement financial, audit, and systems procedures and controls.

Evaluate the earning potential of tax-exempt investments and direct investment activities.

Ability to:

Prepare clear, concise, and complete financial statements, reports, and other written materials.
Exercise sound, independent judgment within general policy guidelines.
Represent the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from a four year college or university with major coursework in accounting, business administration, finance, or a closely related field.

Experience:

Four years of management or supervisory experience in accounting or financial management, preferably in a public agency or governmental setting.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.